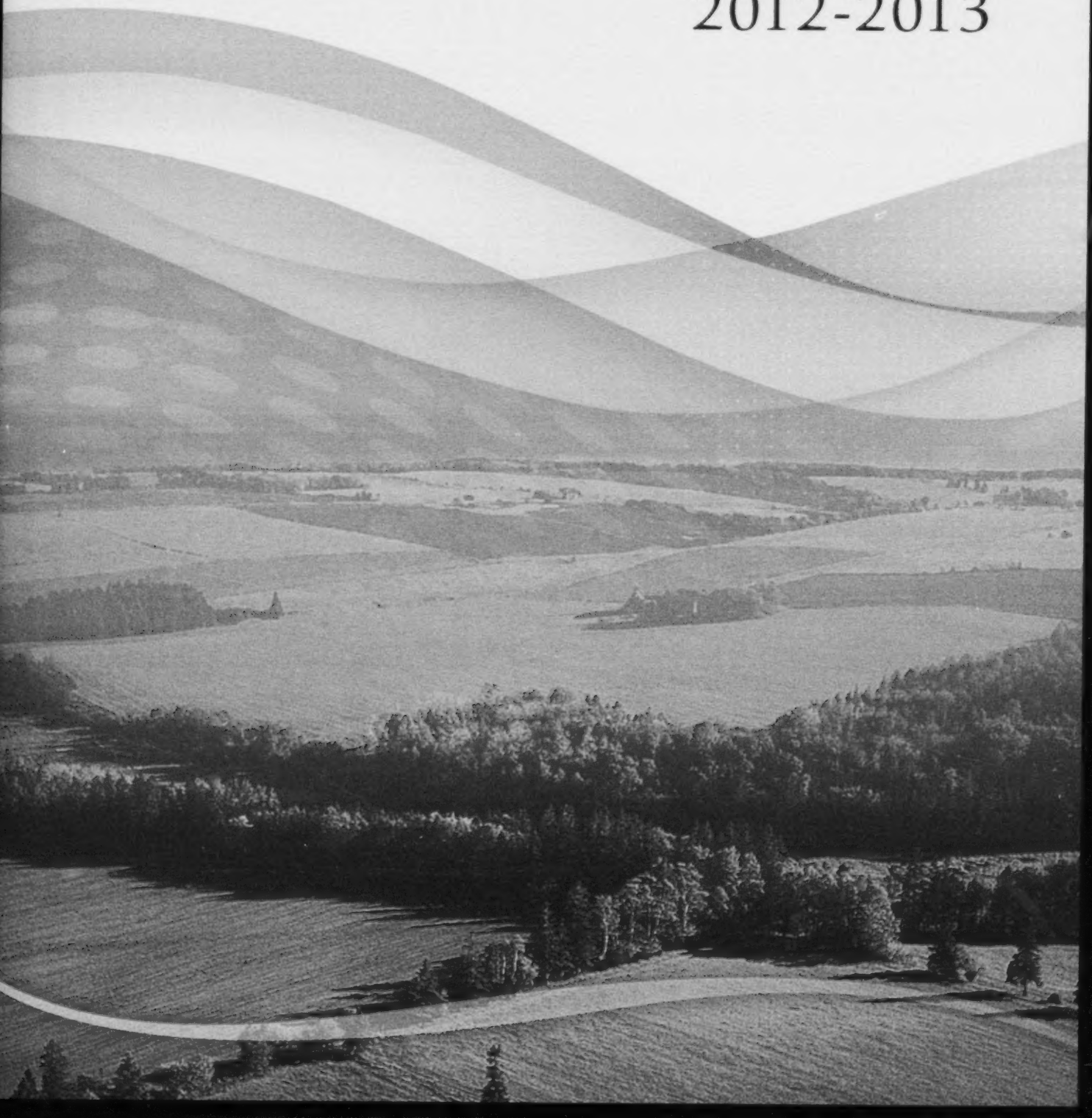
Prince Edward Island
CANADA

INNOVATION AND ADVANCED LEARNING

ANNUAL REPORT
2012-2013



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Minister's Message

The Honourable Frank Lewis
Lieutenant Governor of Prince Edward Island
Government House
PO Box 846
Charlottetown, PE C1A 7L9

May It Please Your Honour:

I am very pleased to submit for your review the annual report for the Department of Innovation and Advanced Learning for the fiscal year 2012-2013.

This report provides the department's financial statements and a review of activities over the year.

Respectfully Submitted,

Allen A. Roach.

Allen Roach, *Minister*
Innovation and Advanced Learning

Deputy Minister's Message

To the Honourable Minister Allen Roach
Minister of Innovation and Advanced Learning

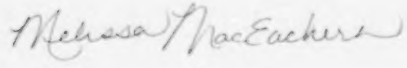
Honourable Minister:

It is my pleasure to present the Annual Report of the Department of Innovation and Advanced Learning for the fiscal year April 1, 2012 to March 31, 2013.

I would like to thank staff who worked diligently this year to assist government to meet its objective to create a strong, vibrant economy. I look forward to continuing this important work.

Respectfully submitted,

Yours sincerely,



Melissa MacEachern
Deputy Minister

Department of Innovation and Advanced Learning

Our Mission

The focus of the Department of Innovation and Advanced Learning is to diversify the economy and create a more innovation-driven economy that offers Islanders skilled, well-paid, year-round employment opportunities. It is a department priority to increase and improve the post-secondary training and education opportunities available all across Prince Edward Island to ensure Islanders have access to the training and education opportunities required to participate in the province's labour force.

Our Vision

The Department of Innovation and Advanced Learning is working to diversify the economy and generate growth in priority sectors through innovation and competitiveness to create new economic opportunities for all Islanders.

OVERVIEW

Government's priority is to improve Islanders' quality of life by helping the private sector create jobs and opportunities that accelerate economic growth. Our greatest opportunities to accelerate economic success and improve our standard of living will be achieved by investing in education and workforce. Government is making strategic investments to help Island businesses create jobs, attract new investment, and accelerate export growth.

Employment averaged 72,500 people through September 2012, an increase of 1.0 per cent from the same period in 2011.

In PEI, year-over-year earning increases are meeting or exceeding the national average.

As a result of increased immigration, the Island population grew 0.3 per cent since July 1, 2011. This is the fastest growth in the Atlantic region.

Seasonally adjusted retail sales are up 4.5 per cent on a year-to-date basis through September 2012.

This year the Province has worked with over 100 companies to help them grow their exports by over $100 million.

A delegation of 18 companies and organizations from Atlantic Canada's aerospace and defense industry were in London, England in July 2012, to attend the Farnborough International Airshow, one of the largest and best known aeronautics events in the world. At the show, Atlantic Canadian companies and organizations will have the opportunity to establish valuable international contacts, promote their world-class capabilities, and become part of aerospace and defense global supply chains. In 2012-13 PEI participated in 14 trade missions and supported 150+ companies through Trade Team PEI.

Manufacturing shipments from PEI increased 6.6 per cent on a year-to-date basis through September, while international exports increased 25.3 per cent.

The Department of Innovation and Advanced Learning had two new acts passed in the legislature this year: the Finance PEI Act (replacing the Lending Agency Act), and the Student Financial Assistance Act.

Over the past five years, enrollment at UPEI increased 10 per cent. Holland College reported its largest ever first-year intake in 2012.

The Graduate Mentorship Program launched in spring of 2012, providing unemployed post-secondary graduates with work experience in the private sector; 75 graduates received mentorship in 2012-13.

The Spring 2012 Speech from the Throne announced an increase in the George Coles Bursary. In November of 2012 that commitment was fulfilled with a 10 per cent increase to the popular Island Bursary. In addition, on October 1, 2012 zero per cent interest rate on the Provincial Student Loan program will be implemented.

The 2012 International Adult Literacy Day was celebrated in September of 2012 by the Minister of Innovation and Advanced Learning. The event kicked off a promotional campaign that included a series of posters highlighting literacy champions from across Prince Edward Island.

Skills PEI supported many projects this year, including the East Prince Women's Information Centre who received funding for its project *Women Moving On*. This groundbreaking 24-month project aims to give low-income women an opportunity to gain better knowledge, apply new skills, and overcome barriers to the challenges of accessing employment and strengthening their economic security.

In June 2012, the Minister took part in the opening of the OmniActive Health Technologies' new research and development facilities in Charlottetown. The Government of Prince Edward Island, through the Department of Innovation and Advanced Learning, invested $100,000 to support the relocation into the new BioCommons Research Park.

In July 2012, the Premier took part in an announcement of the completion of a new $2.8-million research facility at the Aqua Health division of Novartis Animal Health in Victoria, a major step forward for Prince Edward Island's growing bioscience cluster.

The Government of Prince Edward Island was pleased to introduce a 10-year extension to the Aerospace Tax Rebate Program in December of 2012. The Aerospace Tax Rebate Program provides a full rebate annually on all corporate income tax paid to the province for operations conducted in Prince Edward Island to eligible aviation-related companies. Companies also receive a full annual rebate of all real property tax attributable to ownership or rental of facilities in Prince Edward Island.

In February of 2013, a major shift occurred in the department's crown corporations – Finance PEI was formed. Finance PEI encompasses the former PEI Lending Agency and Lending Services, and the properties division of Innovation PEI.

Post Secondary and Continuing Education

The Post Secondary and Continuing Education Division is responsible for programs and services relating to post secondary education, training, literacy, and adult learning in Prince Edward Island. Within the division, there are five areas of responsibility: Apprenticeship Training, Literacy, Post Secondary Education, Private Training School and Student Financial Services.

Fiscal Year	2009-10	2010-11	2011-12	2012-13
Human Resources (FTE)	16			
General	$716,300	$723,300		
Apprenticeship and Training	$1,455,900	$390,000		
Post-Secondary Grants	$91,232,600	$90,269,500		
Total	**$93,404,800**	**$91,382,800**		

Major Achievements

- 269 new apprentices registered in a variety of trades. This represents an increase of 25 per cent from the previous year.
- 22 adult learners received the PEI High School Graduation Certificate for Mature Students following completion of credits required for the certificate.
- The Interest-Free Island Student Loan Program - The Government of Prince Edward Island's Provincial Student Loans will have a zero per cent interest rate, for loans issued after January 1, 2001 and held by PEI Student Financial Assistance Corporation. This program came in effect October 1, 2012.
- The provincial government announced November 19, 2012 an increase of 10 per cent for George Coles Bursary. The George Coles Bursary was introduced in 2008 to encourage students to attend post-secondary education in Prince Edward Island, while ensuring Prince Edward Island offers competitive and appealing post-secondary options. The George Coles Bursary is offered to first-time, first-year student residents of Prince Edward Island enrolled in full-time studies at University of PEI., Holland College, Collège Acadie Î.-P.-É., or the Maritime Christian College who do not have any previous post-secondary education. Students are now eligible for up to $2,200, depending on the tuition level.

Goals of Continuing Education and Training
Improve access for continuing education learners
Improve support opportunities for continuing education learners
Increase the level of learning of the citizenry
Increase the skill level of the workforce relevant to PEI's economic development needs
Increase learner satisfaction with divisional programs and services
Increase learner satisfaction with continuing education's learning opportunities
Increase employee satisfaction
Increase the level of integration and cooperation within the continuing education system on PEI and among continuing education jurisdictions

Activities

Apprenticeship Training

- In May 2012, 172 certificate of qualification recipients in 28 trades were honored for their accomplishment.
- Certificates of Qualification, with Red Seal Endorsement were issued to 184 tradespeople.
- 364 **apprentices** attended in-school technical training.
- The number of female registrations in nontraditional apprenticeship trades has increased over the past three years to 4.5 per cent.
- Presentations promoting apprenticeship and Accelerated Secondary Apprenticeship Program (ASAP) were delivered to over one thousand students at high schools.
- 18 ASAP participants graduated with skill and time credits in their trade.
- Eight ASAP bursaries awarded in June 2012 for a total value of $8,000.

Literacy Initiatives Secretariat/General Educational Development (GED)

- The number of Islanders age 16-64 years without grade 12 is 20,100.
- Over 879 Islanders were enrolled in the Literacy/Adult Basic Education program where literacy programs, high school credits and GED Preparation courses are available free of charge.
- GED/grade 12 equivalency tests were written by 401 people, of whom 243 passed all five tests which include: Language Arts Reading, Social Studies, Science, Math and Language Arts Writing. All five tests must be passed to receive the PEI Grade 12 Equivalency certificate. 1.4 per cent of the 20,100 who do not have grade 12 (target group) Islanders wrote the GED Tests compared to only .2 per cent of the Canadian population who do not have grade 12 in the same age group.
- Over 575 academic credits were earned in the upgrading program. The credits satisfy requirements for post secondary training.

Program for International Assessment of Adult Competencies

- Development of the survey tool began in the fall of 2011. The surveys were administered in November 2012. The results will be released in October, 2013. Prince Edward Island had 949 people surveyed.

Post-Secondary

- UPEI received an unrestricted operating grant of $30,269,600.
- Holland College received an unrestricted operating grant of $17,940,600.
- Collège Acadie received an operating grant of $774,900. Included in this amount is the Official Languages in Education (OLE) funding.
- In the Budget Speech, it was announced that a Post Secondary Task Force would be established:
- "[I]n partnership with post-secondary institutions, we will establish a Task Force to ensure that Islanders are receiving the skills and knowledge to strengthen the Island's labour force and improve our competitiveness. In addition, this group will examine ways to attract and retain students from across Canada and internationally, so that our institutions can remain sustainable and build Prince Edward Island into a post-secondary destination."
- The Task Force Steering Committee, composed of the presidents of the province's publically-assisted institutions and the deputy minister, began meeting in July.
- A number of task groups were established. A first is working to position PEI as an "education destination". A second is developing a student recruitment, retention, and mobility strategy.
- Holland College's Waterfront Campus (Summerside) opened. Program offerings include Aircraft Gas Turbine Engine Repair and Overall Technology; Automotive Technology; Carpentry; Electrical Technology; Electromechanical Technology; Heating, Ventilation, and Air Conditioning Technology; Precision Machinist; Wind Turbine Technician; and Wood Manufacturing - Cabinetmaking.

Private Training Schools

- Two new private training schools were registered, Moonlight International Academy and Homburg Institute, resulting in a total of 14 Private Training Schools on Prince Edward Island.
- With total graduation at just under 500 students, the private training school sector is expected to grow with student demand for more career specific courses that are provided through the private training schools.
- In a satisfaction survey of students attending private training schools, a total of 77 students were surveyed. The results showed that 87 per cent of students attending private institutions are satisfied to extremely satisfied with the services provided by the private training institutions.

Student Financial Services

- The Provincial student loan portfolio includes $13,616,594 in loans for students who are not in repayment status and $12,647,951 who are in repayment status.
- Approximately 95 per cent of Island students apply for student loans online. The online application has been well received and has improved the processing time by Student Financial Services.
- 763 Islanders received George Coles first year Bursaries worth $1,689,600 for attending Island post-secondary institutions, 304 students at UPEI received the new George Coles Graduate Scholarship worth $608,200, 819 students at UPEI received $416,600 in Island Student Awards and 703 students at Holland College and Collège Acadie received $703,000 in Island Skills Awards.
- The Province issued $106,394 to Island students who volunteered at community organizations through the Community Services Bursary.

- 312 students accessed the Provincial Interest Relief Program which helps students manage their student debt by providing them with an interest free/payment free period when they are experiencing financial difficulty. Note, with the introduction of the Interest-Free Island Student Loan Program October 1, 2012 requirements for Interest Relief for students with loans in good standing will no longer be required.
- The Province provided debt reduction of $1,491,342 to Island students who had provincial student loans and successfully completed their programs.

SkillsPEI

SkillsPEI has been tasked with the design and delivery of the province's labour market programs. This has created opportunities for strategies and tactics that more closely address the labour market development needs of Prince Edward Island.

Labour market development programming was funded by the Canada-Prince Edward Island Labour Market Development Agreement (LMDA), the Canada-Prince Edward Island Labour Market Agreement (LMA), the Canada-Prince Edward Island Targeted Initiative for Older Workers (TIOW) and Provincial programs.

SkillsPEI has four offices throughout the province and two satellite locations: Charlottetown, Summerside, Montague, O'Leary, Souris and Wellington. The Province provided services to clients and organizations in both official languages.

Over the past five years, the Prince Edward Island economy has become increasingly diversified. While the primary industries of agriculture, fisheries and tourism continue to predominate, the provincial government has been actively encouraging the growth of new economic opportunities in areas such as biosciences, aerospace, information technology and renewable energy. Economic growth has resulted in a record number of jobs in the province. Employment in PEI has increased by 6 per cent (4,100) jobs from 2007 to 2012.

The Province has invested in Islanders to advance their skill levels in order to obtain long term sustainable employment. SkillsPEI is positioned to provide support to further economic growth by utilizing labour market programs to enhance the skills of existing and/or new employees through training and workforce development initiatives in an effort to build a skilled workforce. SkillsPEI achieved this through the implementation of various initiatives such as career and employment counseling services, workforce development, and skills training. The resulting workforce will promote a more competitive playing field both locally and globally allowing Prince Edward Island to compete worldwide.

In order to develop programs and services to address labour market challenges, SkillsPEI consulted with service providers, educators, clients and industry. In addition, joint tables were established with federal and provincial counterparts and included representation from the Aboriginal and Francophone communities. As well, a consultation strategy was developed to gather feedback from post secondary students, employers and under-represented groups.

As a result, labour market programming was developed based on a range of economic activities across Prince Edward Island. An increased emphasis was placed on supporting small and medium enterprises to create opportunities and growth by assisting in meeting their future labour market needs.

The combined investment of LMDA, LMA, TIOW and provincial program funds totaling over $31 M in 2012-13 were directed at building a well educated, highly skilled workforce to meet Prince Edward Island's labour market needs. Approximately 6,200 clients participated in various programs and services funded by SkillsPEI.

Federal – Provincial Agreements

Canada – Prince Edward Island Labour Market Development Agreement (LMDA)
Through the LMDA, the Province continued to create and enhance programs to meet the labour market demands of a diversified economy. Programs were in place to encourage Island youth to stay in the province, to participate in postsecondary education on PEI and to gain relevant employment experiences and skill enhancement. Funding through the LMDA assisted newcomers in language acquisition, credential recognition and provided opportunities for training and employment. With an aging work force, it is paramount that all Islanders have an opportunity to successfully integrate into the labour market. The future holds the promise of sustained growth, provided Prince Edward Island continues to develop its key resource in a knowledge economy, its people.

In order to meet demand for a skilled workforce, the Province, through SkillsPEI, made significant investments in adult literacy, essential skills, apprenticeship and skills training. SkillsPEI collaborated with workers and employers to match job skills with job opportunities in order to build a skilled workforce. Supports included wage subsidies, self-employment programs, work experience partnerships and skills development training.

In order to ensure LMDA programming was aligned with emerging trends to support economic growth, SkillsPEI continued to conduct consultations with stakeholders to identify emerging labour market needs and to ensure that programs and services were effectively meeting the needs of employers and individuals.

The investment of $26.5 M in LMDA funds for the 2012-13 fiscal year, enabled the Province to support key government priorities outlined in the economic and social plans of Prince Edward Island. The LMDA Annual Plan for 2012-13 was presented to the federal government and concurrence was received.

In 2012-13, 5,056 clients were served through the LMDA on Prince Edward Island.

Canada – Prince Edward Island Labour Market Agreement (LMA)
The Canada-Prince Edward Island Labour Market Agreement (LMA) targeted both traditional and new investments to support individuals who may face challenges making meaningful linkages to the labour market. The objectives of the LMA provided a vehicle to support provincial and federal priorities embedded in government strategies. In an effort to address the labour market challenges facing Prince Edward Island, programs and services have been developed to assist those individuals who have traditionally been unable to benefit from existing labour market initiatives and who face specific challenges and are underrepresented in the labour force.

In 2012-13, the Province invested approximately $2.9M to introduce programs to meet the needs of Islanders as determined by labour market trends. These trends were identified through consultation with targeted groups and sectors. Approximately 650 individuals participated in programs and services funded under the LMA.

SkillsPEI consulted with service providers, educators, clients and industry to address current labour market challenges. In January 2012 a consultation strategy was developed to gather feedback from post secondary students, employers and under-represented groups.

Key themes that emerged included:

- Availability of skilled labour
- Recruitment and retention
- Succession planning
- Career networking opportunities for post secondary students
- Increased employability and labour market participation of under-represented groups

Post Secondary Student Engagement

Consultations were conducted with post secondary students to gather their feedback and input to guide the future planning and direction of programs and services. Focus groups were held with post secondary students across the province. Through the consultation process, a number of topics of interest were highlighted by students. Discussions focused on strategies utilized to obtain employment post graduation, knowledge about career opportunities related to field of study and an understanding of labour market opportunities in Prince Edward Island. During the focus group sessions, a common theme emerged. Post secondary students identified a need for networking opportunities with employers to provide a work experience related to their field of study. This experience would provide students with an opportunity to develop their skills and transition into sustainable employment in Prince Edward Island.

Employer and Industry Engagement

As a result of discussions with industry and employers across the province, the following themes emerged; availability of skilled labour, succession planning, and recruitment and retention challenges. Feedback from organizations indicated that the primary reasons for recruitment difficulty include a deficiency in experience, education/training qualifications and specific/essential skills.

Under- Represented Groups

In an effort to enhance collaboration, SkillPEI has partnered with other levels of governments and community organizations to support a continuum of services and programs. The focus of this collaboration was to increase the employability and labour market participation of under-represented groups on Prince Edward Island. To assist in the development of collaborative initiatives, stakeholders were consulted to discuss gaps in service and employment barriers facing their clientele.

Based on information provided through the consultation process, SkillsPEI identified priorities and developed the 2012-13 LMA Annual Plan. The plan was presented to the federal government and concurrence was received.

A majority (87 per cent after three months and 91 per cent after twelve months) of participants felt more prepared for future employment after receiving their training and 91 per cent were satisfied with their interventions.

Prince Edward Island also participated in the national evaluation of the Labour Market Agreements which included the administration of a 24 month survey of participants at least 24 months after participation in LMA interventions. Program participants in Prince Edward Island appeared to be satisfied with their training interventions and expressed they have experienced positive life changes

such as increased confidence and ability to keep a job and willingness to undertake further skills training as a result of the SkillsPEI training interventions.

Canada – Prince Edward Island Targeted Initiative for Older Workers (TIOW)
The Targeted Initiative for Older Workers is a cost shared agreement between the federal and provincial governments. The program was introduced by the Federal Government in 2006 and commenced in Prince Edward Island in 2007. Through this initiative, the Government of Canada provided financial assistance to Prince Edward Island towards project costs.

The objective of this initiative was to support unemployed older workers in vulnerable communities through activities aimed at:

- Increasing employability
- Re-integration into employment

Projects supported participants who are defined as "older workers" (workers from 55 to 64 years of age).

In the fiscal 2012-13 there was a significant reduction in federal funding for the program. Approximately $335K was invested to deliver 9 courses to approximately 87 participants throughout the province. Of clients contacted, 75 per cent indicated that they were successful in obtaining employment during or after the completion of the TIOW program.

Federal – Provincial Initiatives

Labour Mobility
Chapter 7 of the Agreement on Internal Trade (AIT) deals with Labour Mobility and the recognition of qualifications among all Canadian jurisdictions that are signatories to the AIT. In response to the requirements of compliancy with Chapter 7, the PEI Legislature passed the Labour Mobility Act on May 12, 2010. The Act removes or reduces barriers to mobility for all licensed/certified occupations; creating a clear pathway to licensure for qualified workers from other Canadian jurisdictions.

The ongoing work of the Labour Mobility Coordinators Group (LMCG) with Regulatory Authorities and labour mobility remained as the focus of the working group in Year 2012-2013. However, new initiatives aimed at work within the Trades and strengthening the relationship with the Canadian Council of Directors of Apprenticeship (CCDA) became a new initiative for the LMCG over the 12 months of this fiscal year. The aim being, to improve the level of communication between the CCDA and the LMCG, which will lead to clarity in the understanding of the roles and responsibilities of each organization.

Conclusions for Labour Mobility for Work Report 2012-2013:

- Labour mobility remains at the forefront of the work of the AIT Secretariat.
- Labour Mobility is seen as one of the pillars of both internal and external trade agreements.
- The LMCG has been tasked by FLMM Senior Officials over the next 12 months, to investigate the relationship between the CCDA and the Red Seal. The relevance of the Red Seal and its status with employers across the country.

- Most provinces and territories are fully supportive of the Red Seal within the Trades occupations and feel confident that it is working as intended; that is, a vehicle for mobility and recognition of competence within the individual trades.
- A great deal of work remains for the next fiscal year for LMCG to identify and engage other stakeholders in the trades sector such as; Unions, Industry Organizations, non-designated trade organizations, employers.
- During the year it was identified through discussions with Federal Trade officials that LMCG group members could act as a source of expertise that could potentially be available to federal/provincial governments and trade agreement negotiators to provide advice and knowledgeable assistance to them during negotiation of mutual agreements for credential recognition.

Foreign Qualifications Recognition (FQR)
The Government of Prince Edward Island (PEI) also recognizes that immigration is key to economic growth in the coming years to our province. An aging population means an aging workforce which will eventually be unable to meet the demands of the Island's labour market. Recognition of these serious issues has lead officials to create a provincial-based program aimed at improving the foreign qualification assessment and recognition systems within the province.

Through an initiative led by SkillsPEI, a division of the Department of Innovation and Advanced Learning, a 2 year FQR project has greatly enhanced the FQR environment within the province and for many regulated occupations. However, this agreement will conclude July 31, 2013. The project and work was made possible by a negotiated contribution agreement with the federal government through HRSDC.

Negotiations for a new agreement have commenced and a new project proposal will be submitted to the federal government (HRSDC) for a second FQR contribution agreement covering a planned period of approximately three years beginning around September 2013 to August, 2016.

Provincial Programs

The Province continued to support various labour market development programs to ensure the continued growth and development of a highly skilled workforce. The Province invested approximately $1.4M in programs and services which assisted approximately 430 clients in areas such as post secondary work experience, workplace training initiatives and wage subsidies leading to sustainable labor force attachment.

Labour Market Programs and Services
SkillsPEI has made investments in the following areas to promote a vibrant and sustainable workforce.

Integrated Service Delivery
Objective: Supported third party organizations to provide employment assistance services to unemployed persons and assist employers and organizations to enhance community sustainability.

Employment Assistance Services (EAS)
Employment Assistance Services provided financial support to organizations to assist individuals throughout the province in preparing for, obtaining and maintaining employment. Services may include

employment counseling, career planning, personal and professional development, job search training, labour connections and provision of labour market information.

Labour Market Partnerships (LMP)
Labour Market Partnerships provided support to employers, employer and employee associations, and communities to develop and implement strategies for dealing with labour force adjustments and meeting human resource requirements. This measure may be utilized by employed individuals who are facing a loss of employment.

Skills Development
Objective: Assisted eligible individuals in acquiring the skills required to secure long-term employment.

Training PEI
Training PEI provided financial assistance to eligible individuals to help them develop the skills training they require to obtain long-term meaningful employment. Program areas included regular skills training, adult education, and apprenticeship.

Public Internship Program
Public Internship Program provided eligible participants with employment experience and skill enhancement to assist them in securing permanent employment. Similarly, this program provided post secondary graduates with a work experience related to their skills and education; bridging them into the workforce.

Community Coordinator
Community Coordinator (CC) organizations administered employment and training activities specific to the objectives of the targeted employment benefit program under which funding was provided.

Mentorship
Objective: Enabled Islanders to obtain a degree of mentorship (academically, socially, or financially) that provided them with a competitive advantage for workforce entry.

Fresh Start
Fresh Start provided youth with workshops to address participant life and employability skills, followed by an integrated exposure to employment

Co-op Experience
Co-op Experience provided assistance for students to complete work term in the private sector during their third and fourth year of study.

Post Secondary Program
Post Secondary Program provided summer employment opportunities for post secondary students related to their field of study.

Job Creation & Long-term Job Placement
Objective: Promoted and developed the skills of Islanders by providing assistance to local employers and organizations.

Employ PEI
Employ PEI assisted individuals who experienced difficulty obtaining employment by providing a wage subsidy to an employer to offset a portion of the wages during the initial period of employment.

Self-Employ PEI
Self –Employ PEI provided individuals with financial and entrepreneurial supports to assist in establishing a business.

Graduate Mentorship Program
Graduate Mentorship Program provided unemployed post-secondary graduates with a work experience in the private sector. Placements were related to the skills and education of the recent graduates and assisted them to bridge education with work experience.

Community Development Partnerships
Objective: Promoted and fostered collaboration among community organizations, various departments and levels of government and related stakeholders to enhance rural sustainability.

Work Experience PEI
Work Experience PEI provided financial support to sponsor organizations for projects that provide eligible individuals with a valuable work experience to enhance their employability.

Labour Force Development
Objective: Supported labour force development and enabled Islanders to obtain or increase their education and skill levels to match labour force requirements.

Workplace Training
Workplace Training provided financial assistance to employers to provide training to increase employee skills, in order to remain competitive and increase production levels.

Early Childhood Development Initiative
The Early Childhood Development Initiative assisted eligible employees, working in the early childhood sector to obtain the mandatory entry level requirements required of their profession.

Priority Group Development
Objective: Assisted Islanders identified as being under-represented to obtain the appropriate training required to gain skills for career advancement.

Trade HERizons (Women Unlimited)
Trade HERizons provided skills upgrading, career exploration and employability skills for work in the trades and technology careers.

Seniors Initiative
Seniors Initiative is a community engagement initiative which involved private, public and social sectors working together to study, propose and prioritize solutions for the productivity and wellness of older workers.

Women's Project
Women's Project provided life and employability skills assistance to women who required assistance to make a successful transition into the labour force.

Collaborative Partnerships
Objective: Collaborated with other levels of governments and community organizations to support a continuum of services and programs to increase the employability and labour market participation of under-represented groups

Aboriginal – Employment Initiative
The Aboriginal – Employment Initiative provided life/essential skills, career knowledge, hands on experience and transition to education and employment to Island Aboriginals who faced multiple employment barriers.

John Howard Society
The John Howard Society Project assisted youth to enhance their employability skills with an emphasis on high school completion.

Inclusions East
The Inclusions East Project provided enhanced employment assistance services to individuals with intellectual disabilities to increase their employability.

Adventure Group
The Adventure Group Project assisted youth, who are parents, with a work experience within the private sector.

Canadian Paraplegic Association
The project assisted individuals with a physical disability increase their employability with a work experience in the private sector.

Advocacy and Awareness
Objective: Created awareness, increased flexibility and improved access to programs and services.

Social Media Campaign
A Social Media Campaign was designed to interact with Island youth about career choices. In 2010, this resulted in the development of N3XT Network, an online career awareness initiative.
In 2013, N3XT Network was recognized by winning the Departmental Innovation Award under the **Employee Innovation Awards Advisory Program.** This award is presented in recognition of a departmental initiative that has been judged as providing the most benefit and/or value to a section, division, department, government as a whole or to the general public for the previous fiscal year.

New Initiatives

Graduate Mentorship Program
In an effort to stem the out-migration of well educated Islanders and strengthen capacity within the local labour market, the Province implemented a post secondary graduate mentorship program. The

program is intended to assist graduates who have completed their post secondary education within the last five years to bridge the gap from student to professional. The mentorship program provided graduates with a full time work opportunity, related to their field of study.

Workforce Development Fund

SkillsPEI continued to collaborate with industry, business and training institutions to identify skill gaps and increase training for new and existing workers.

The goal of the Workforce Development Fund is to advance the skills of employees resulting in improved job satisfaction and growth. Eligible individuals are provided job related exposure to gain new skills and networking opportunities within the private sector. These measures should result in increased productivity and competitiveness for the employer and increased opportunities for unemployed individuals.

Atlantic Workforce Partnership (AWP)

SkillsPEI participated in the Atlantic Workforce Partnership which includes Nova Scotia, New Brunswick and Newfoundland & Labrador. The purpose of this partnership is to identify potential areas of cooperation among respective jurisdictions. This includes the ability to respond collectively to large projects such as ship building, energy and other labour force priorities. This collaboration model will require continued engagement of stakeholders including the federal government to assist with the strategic implementation of potential projects.

Performance Measurement

SkillsPEI continued to meet the accountability requirements outlined in the labour market agreements. Through the transfer of data to the federal government an on-going basis, performance is measured in terms of:

- Number of clients served
- Number of claimants returned to work
- Savings to the E.I. Operating Account

In the fall of 2012, SkillsPEI commenced the preliminary development of an enhanced Performance Measurement Plan for program delivery.

Economic Trade, Policy and Strategy

The mandate of this division is to assist the department in policy and strategy development, coordinate trade policy for the province, coordinate analysis and response on major economic policy issues affecting the province. The division also provides support for selected interdepartmental initiatives that promote a more successful and competitive economy such as regulatory reform. The division is also responsible for negotiating, providing strategic direction and policy advice for Internal and International Trade initiatives.

Functions

- Departmental business planning
- Governance and regulatory reform planning
- Economic analysis of the labour market and macro-economic trends
- Economic development strategies
- *Prepare presentations and correspondence for the Minister*
- Support for the Deputy Ministers' Economic Policy Committee
- Coordinate provincial analysis and response related to major federal economic policy changes
- Department Legislative Coordinator
- Briefing materials
- Domestic and International trade policy development and negotiations
- Trade-related analysis and recommendations
- Representative on various Federal-Provincial-Territorial and Regional committees

Key Activities

- Researched and analyzed the changes to the Employment Insurance system and the potential impacts on Island claimants.
- Monitored federal job cuts in Prince Edward Island and analyzed the potential impact.
- Coordinated correspondence between the provincial Minister of Innovation and Advanced Learning and the Prime Minister's Office regarding federal job cuts in Prince Edward Island.
- Coordinated correspondence between the provincial Minister of Innovation and Advanced Learning and the federal ministers responsible for Employment Insurance and Temporary Foreign Worker programs (Human Resources and Skills Development Canada and Citizenship and Immigration Canada, respectively.)
- Monitored employment trends, economic indicators and job creation.
- Undertook analysis of the competitiveness of key PEI business sectors.
- Coordinated departmental contributions to Accelerate PEI and contributions to the Department's strategic direction.
- Represented the province on matters related to governance and regulatory reform at the federal/provincial/territorial level.
- Oversaw the coordination of key provincial committees and working groups (Economic Policy Committee, Working Group on EI Reform, etc.)
- Provided advice to the Minister and Deputy Minister on the economy and labour market.
- Coordinated the Department's response to the PEI Status of Women's Equality Report Card.
- Supported the Minister in matters of the digital economy and telecom strategies.

- Coordinated the Department's participation and response to the Rural Diversification Strategy.
- Participated in the F/P/T Assistant Deputy Minister's Committee on Trade and International Business Development.
- Represented the interests of the province and businesses related to domestic and international trade issues
- Negotiated further improvements including Person-to-Government Dispute Resolution pertaining to the Agreement on Internal Trade

Conducted consultations with various exporters and civil society groups on trade-related issues

Departmental Staff Complement

On March 31, 2013, the Department had 64.75 Permanent full-time equivalent positions and approximately 21 employees were employed on a temporary/casual/contract basis. Following is a breakdown:

	2013
Departmental Management	13.00
Skills PEI	57.75
- Charlottetown	
- Montague	
- Summerside	
- O'Leary	
Post Secondary and Continuing Education	15.00
	85.75

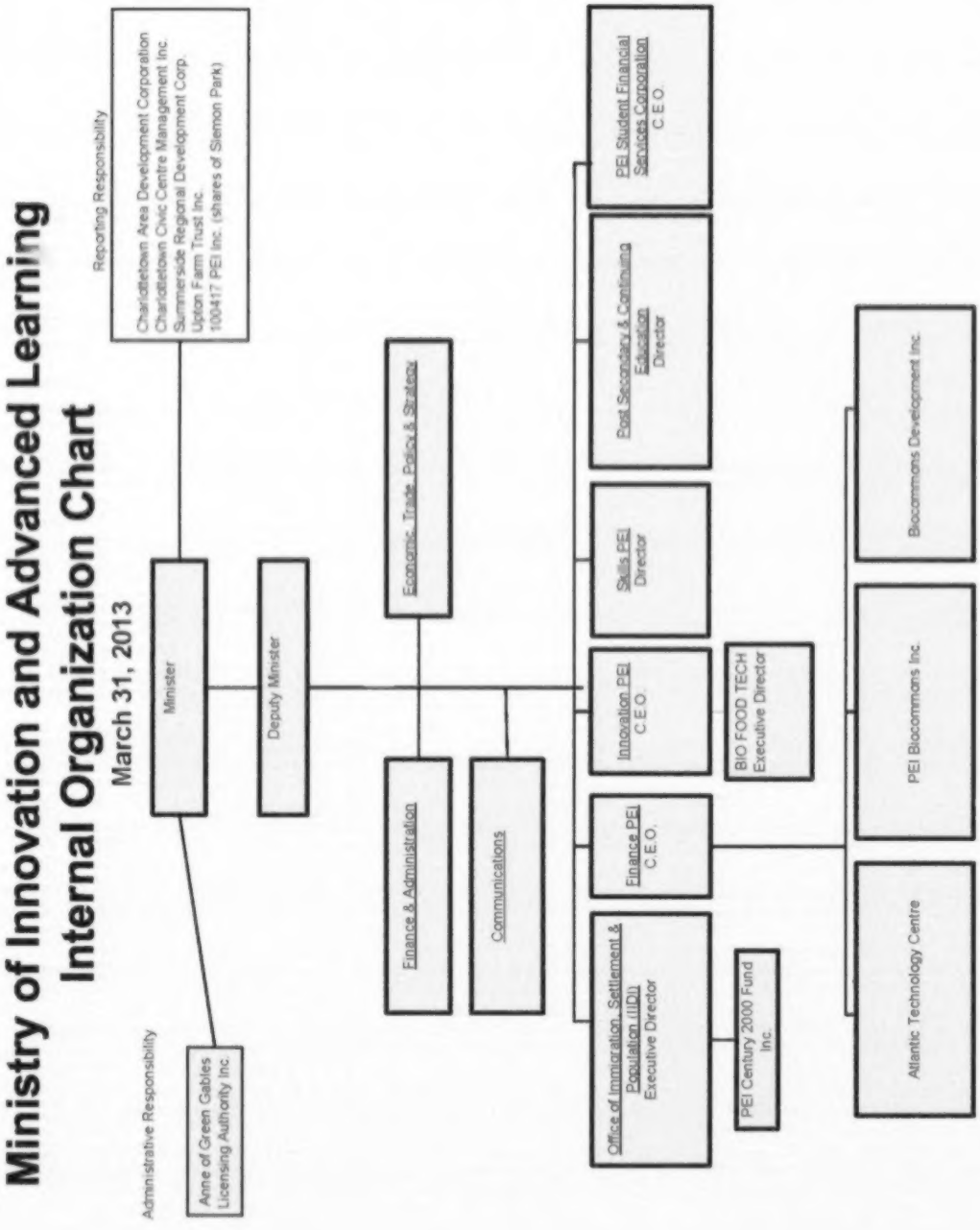
Finance & Administration

Finance and Administration provides support services to the operating divisions of the department. Major areas of responsibility include:

- Budget preparation
- Expenditure monitoring and forecasting
- Purchasing
- Invoice and expense claim processing
- Staffing
- Classification
- Payroll and benefits
- Staff development
- Other employee-related programs
- Records management

APPENDIX A

INNOVATION AND ADVANCED LEARNING DEPARTMENTAL ORGANIZATION CHART


Ministry of Innovation and Advanced Learning
Internal Organization Chart
March 31, 2013
Reporting Responsibility
Charlottetown Area Development Corporation
Charlottetown Civic Centre Management Inc.
Summerside Regional Development Corp.
Upton Farm Trust Inc.
100417 PEI Inc. (shares of Stemon Park)
Minister
Deputy Minister
Administrative Responsibility
Anne of Green Gables Licensing Authority Inc.
Finance & Administration
Communications
Economic, Trade, Policy & Strategy
Office of Immigration, Settlement & Population (IISP) Executive Director
Finance PEI C.E.O.
Innovation PEI C.E.O.
Skills PEI Director
Post Secondary & Continuing Education Director
PEI Student Financial Services Corporation C.E.O.
BIO FOOD TECH Executive Director
PEI Century 2000 Fund Inc.
Atlantic Technology Centre
PEI Biocommons Inc.
Biocommons Development Inc.

APPENDIX B

LEGISLATIVE RESPONSIBILITIES

Acts/Statues

- Apprenticeship and Trades Qualification Act
- Area Industrial Commission Act
- Finance PEI Act
- Hairdressers Act
- Holland College Act
- Innovation PEI Act
- Island Investment Development Act
- Labour Mobility Act
- Maritime Economic Cooperation Act
- Maritime Provinces Higher Education Commission Act
- Private Training Schools Act
- Student Financial Assistance Act
- University Act

APPENDIX C

FINANCIAL INFORMATION

DEPARTMENT OF INNOVATION AND ADVANCED LEARNING

Expenditures by Division

	Actual Expenses 2012-13 $	Budget Estimate 2012-13 $
DEPARTMENTAL MANAGEMENT		
Administration		
Administration	35,532	33,900
Equipment	835	4,500
Materials, Supplies and Services	22,721	14,000
Professional and Contract Services	81,547	80,000
Salaries	1,138,298	1,407,500
Travel and Training	91,099	67,500
Grants	250,000	250,000
	1,620,032	**1,857,400**
SKILLSPEI		
SkillsPEI		
Administration	423,507	419,900
Equipment	5,105	15,000
Materials, Supplies and Services	22,478	13,800
Professional and Contract Services	126,869	95,000
Salaries	3,022,951	3,481,200
Travel and Training	49,780	45,000
Grants		
Older Workers' Program	176,430	240,000
Labour Market Development Agreement	19,240,035	20,539,900
Federal Programs	88,437	249,900
Labour Market Agreement	2,860,063	2,847,500
Labour Market Provincial Funds	1,365,856	1,346,200
	27,381,511	**29,293,400**

POST SECONDARY AND CONTINUING EDUCATION		
General		
Administration	15,927	15,600
Equipment	726	900
Materials, Supplies and Services	6,175	4,000
Professional and Contract Services	36,542	25,600
Salaries	580,138	640,700
Travel and Training	13,665	9,700
	653,173	696,500
Apprenticeship and Training		
Administration	2,311	2,200
Equipment	-	600
Materials, Supplies and Services	1,308	1,500
Professional and Contract Services	55,998	54,000
Salaries	316,036	312,800
Travel and Training	9,747	9,900
Grants		
Apprenticeship Training Allowance	2,500	2,500
Miscellaneous	3,130	-
	391,030	383,500
Post Secondary Grants		
Grants		
Education Bursaries	106,394	150,000
Collège Acadie Î.-P.-É.	774,900	774,900
Student Assistance	6,841,810	8,161,400
Maritime Provinces Higher Education Commission	67,351,975	67,270,100
Atlantic Regional Vet College	8,496,440	8,751,400
Community Schools	41,807	43,100
Labour Market Development	7,226,965	5,927,000
Adult Basic Education	172,500	175,000
	91,012,791	91,252,900
Total Training and Post Secondary Education	**92,056,994**	**92,332,900**
TOTAL EXPENDITURES INNOVATION AND ADVANCED LEARNING	**121,058,537**	**123,483,700**
TOTAL REVENUE	**33,517,322**	**33,456,600**
NET EXPENDITURE	**87,541,215**	**90,027,100**